



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-284

NSTCINST 1700.1A
CMC
13 Nov 08

NSTC INSTRUCTION 1700.1A

From: Commander, Naval Service Training Command

Subj: NAVAL SERVICE TRAINING COMMAND SAILOR OF THE YEAR PROGRAM

Ref: (a) OPNAVINST 1700.10K

Encl: (1) Nomination Format

1. Purpose. To provide eligibility criteria and organizational responsibilities for the Naval Service Training Command (NSTC) Sailor of the Year program (SOY).
2. Cancellation. NSTCINST 1700.1.
3. Discussion. The SOY program recognizes the one Senior, Junior and Bluejacket Sailor who best represents the large number of dedicated professionals within NSTC. Sustained superior performance, proven leadership, self-improvement, command and community involvement, self-expression, military bearing and appearance are all key facets of the best all around Sailors. When reviewing candidates for selection as SOY, special considerations should be given to those Sailors who have excelled in increasingly demanding and challenging assignments.
4. Eligibility. All Navy personnel including those serving as Full Time Support (FTS), Active Duty for Special Work (ADSW) personnel, United States Naval Reserve Inactive duty personnel, and all Navy personnel working outside the traditional Navy chain of command (i.e. joint commands, special warfare) within NSTC claimancy are eligible. Personnel selected for advancement to E7 are ineligible to compete, and Sailors serving on ADSW should be considered along with other personnel from their permanent reserve unit instead of the command to which assigned for temporary additional duty.
5. Action. Competition will occur during the period of 1 January to 1 March, covering the preceding calendar year (1 January to 31 December). Commands submitting nominations shall ensure packages are in the format specified in enclosure (1).

a. Commander, Naval Service Training Command (CNSTC) shall:
Establish and convene the SOY selection board. The board will review packages, interview each candidate, rank the candidates and then make a recommendation to CNSTC for selection.

b. NSTC Command Master Chief (CMDCM) shall:

(1) Coordinate the NSTC SOY program.

(2) Promulgate due date for nomination package submission, board convening date, pre-board screening, interview schedule, location and uniform requirements.

(3) Serve as Chairman for the SOY Board.

(4) Provide guidance and advice to SOY Selection Board members to ensure continuity.

(5) Forward the Selection Board recommendation to CNSTC, via the NSTC Chief of Staff for approval.

(6) Schedule and coordinate the NSTC SOY recognition week events and announcement banquet.

c. Commanding Officers/Officers in Charge/Program Managers shall:

(1) Select and nominate a SOY candidate in compliance with the format provided in enclosure (1).

(2) SOY packages will be forwarded to NSTC CMDCM to include original nomination package and electronic file in its entirety.

d. NSTC Public Affairs Officer. Provide media coverage on the NSTC SOY to the Great Lakes Bulletin and Fleet Hometown News system.

6. Recognition

a. The NSTC Senior SOY will be recognized through the following:

(1) Recognition during a formal ceremony announcing selection.

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(2) CNSTC shall present the Navy and Marine Corps Achievement Medal, designating the Sailor as the NSTC SOY. (Award will be held in abeyance until results of the NETC SOY competition is complete.). If the NSTC Senior SOY Selectee is not selected as NETC SOY, then the NSTC Selectee will be recognized with a Navy and Marine Corps Achievement Medal from CNSTC.

(3) Four day liberty pass.

(4) Designated SOY parking pass.

(5) Photo displayed in NSTC passageway.

(6) News release to the Fleet Hometown News system and to the Great Lakes Bulletin.

(7) Gifts from local area vendors.

b. The NSTC Bluejacket and Junior SOY will be recognized through the following:

(1) Awarded a Navy and Marine Corps Achievement Medal.

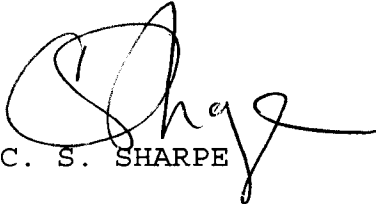
(2) Four day liberty pass.

(3) Photo displayed in NSTC passageway.

(4) News release to the Fleet Hometown News system and to the Great Lakes Bulletin.

(5) Gifts from local area vendors.

7. Coordination. NSTC coordinator for the NSTC SOY program is the NSTC CMDCM.


C. S. SHARPE

Distribution: (NSTCINST 5216.1B)
List 4

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NOMINATION FORMAT

From: Commanding Officer/Officer in Charge, (Command name)
To: Commander, Naval Service Training Command (Attn: N00E)

Subj: NAVAL SERVICE TRAINING COMMAND 200_ SAILOR OF THE YEAR
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USN)

Ref: (a) OPNAVINST 1700.10K
(b) NSTCINST 1700.1A

Encl: (1) Information to support nomination (include copies of
3 previous years Evaluations, Letters of
Appreciation/Marine of the Month/Quarter, etc.)
(2) Biography (narrative format, starting with date and
place of birth, schooling, military service, current
assignment, personal awards and medals, and family,
etc.) Maximum of two type written pages, double
spaced.
(3) OPNAV 1650/3, Personal Award Recommendation
(4) 5x7 color photograph (one each of front and side
view, full length, light blue or gray background,
Service Dress Uniform, uncovered).

1. Per references (a) and (b), _____ is nominated as
the 200_ Naval Service Training Command Sailor of the Year.

2. Full name, address and complete telephone number of
nominating command.

3. The following information is provided:

a. Rate/Rank/Full Name/SSN (last 4):

b. Date of Birth:

c. Date enlisted in Navy:

d. Advancement History (list dates):

(1) E-4:

(2) E-5:

(3) E-6:

Enclosure (1)

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Subj: NAVAL SERVICE TRAINING COMMAND 200_ SAILOR OF THE YEAR
NOMINATION ICO (RATE, FIRST, MIDDLE, LAST, USN)

e. Currently selected for advancement (If Yes, date to be Advanced):

f. Family members (list full names and dates of birth):

g. If previously selected as Sailor of the Month/Quarter/Year, provide date(s) and command(s):

h. Brief synopsis of significant professional achievements that warrant selection (limit one typewritten page):

i. Personal awards (dates received):

j. Nominee's off-duty community involvement (during reporting period):

k. List educational background:

(1) Years of formal schooling/degree attained:

(2) Navy schools completed (dates):

(3) Other self-study educational achievements attained while on active duty; include correspondence courses, extension courses, United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, Program for Afloat College Education (PACE) and any Navy-sponsored courses. (Provide completion date). Exclude training courses required for advancement.

l. Any other information to distinguish nominee from contemporaries.

CO'S SIGNATURE BLOCK